

# Retention and Classification Report

**Agency:** Morgan County (Utah). Library (2603)

P.O. Box 600  
Morgan, UT 84050  
829-3481

## **Records Officer**

14656 Board minutes and bylaws

**AGENCY:** Morgan County (Utah). Library

**SERIES:** 14656

3

**TITLE:** Board minutes and bylaws

**DATES:** 1967-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official minutes of regular and special meetings of the County Library Board of Directors. They are used to document the actions of the board. They include the agenda, dates and times meetings convened and adjourned, board members present and excused, and a summary of the proceedings of meetings, including motions, votes, discussions, official actions, and decision.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 24, Item 3.

**AUTHORIZED:** 02/24/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

**AGENCY:** Morgan County (Utah). Library

**SERIES:** 14656

**TITLE:** Board minutes and bylaws

(continued)

**PRIMARY CLASSIFICATION:**

Public